



MARCHES FAMILY NETWORK

CONFIDENTIALITY POLICY

1. All information regarding children in any play sessions must be regarded as confidential and should not be disclosed to unauthorised people. Every parent / carer must supply information about their child and the level of care they need when registering and keep us informed of any changes as they occur.
2. The original Registration and Parental Consent Forms are kept in the main office in a filing cabinet. Copies of these forms are kept in the session admin folders which are kept in the main office unless taken out by the Group Leader for the duration of a session with specific named children.
3. The activity session folders and information contained therein is available to the youth support team in order that they can provide for the safe and effective care of each individual child and young person, but will always be treated in the strictest confidence.
4. The only exception to this is where Child Protection issues are involved. (See Safeguarding Children Policy).
5. The Trustees, manager, staff, volunteers and any other individual associated with the running or management of Marches Family Network will respect confidentiality by:
 - Not discussing confidential matters about children with other parents/carers.
 - Not discussing confidential matters about parents/carers with children or other parents/carers.
 - Not discussing confidential information about other staff members.
 - Only passing sensitive information, in written or oral form, to relevant people as approved by the manager and the person to whom the information relates – unless in the case of a Safeguarding concern.
6. In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children Policy or Whistle Blowing Policy will override confidentiality on a 'need to know' basis.
7. Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.

Approved by Trustee Board **July 2016**

Signed

Print Name

Review date **June 2018**